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ABSTRACT

The guide, prepared to supplement the existing curriculum, suggests activities for teachers related to three goals: (1) Self Goal: the student developing an awareness of who he/she is and through effective decision-making what he/she can become; (2) Society Goal: the student becoming aware of the interrelationships of society with his/her school, community, family, work, and leisure; and (3) World of Work Goal: the student becoming aware of the many facets of the world of work. All objectives, the eight student goals, and the activities are coded according to which major goal is emphasized. An outline of the philosophy and concepts of junior high school career education and exploratory work experience is followed by a guide for the integration of career education into any specified course. A major part of the guide consists of 17 mathematics-related units on: transportation; administration and regulatory services; whole numbers and public service jobs (utilities); public utilities; post office; public service and protective service; communications and media; recreation; health; personal services; marine science and oceanography; environment; surveying; business and office; and money, banking, and stock investments. Each unit contains several career related activities, needed resources, and evaluation/outcome. Source lists for audiovisual materials, career and occupational information listed by occupational areas, and locally available field trip sites and guest speakers conclude the guide. (SA)

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CAREER EDUCATION

Learning with a Purpose

JUNIOR HIGH 7-9 MATHEMATICS

- Career Related Activities
- Audio - Visual Material
- Sources of Career and Occupational Information
- Field Trip Sites and Guest Speakers

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CAREER EDUCATION PROJECT
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ACKNOWLEDGMENTS

During 1973 and 1974 in five workshops, a group of teachers from three counties (Saline, Pettis, and Benton) in Central Missouri developed these activity guides. Special appreciation is expressed to all those individuals who participated in this program.

This package is only one step in the direction of developing career education curriculum. It has been revised and will continue to be reviewed and tested as an instrument for use as infusion of career education activities in middle or junior high levels of school.

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TABLE OF CONTENTS

	Page
Acknowledgments	i
Foreward	iii
Career Education - Definition and Description	iv
Philosophy	v
Concepts	v
Exploratory Work Experience	vi
Student Learning Goals	vii
Guide for Integrating Career Education	ix
Math	1
Resource Information	
Audiovisual Materials	I
Free Occupational Information	XII
Guest Speaker and Field Trip Site Listing	XVIII

FOREWARD

This guide has been prepared to supplement the existing curriculum.

The activities presented relate to the three Career Education Goals set up by the workshop participants. They are (1) Self Goal (Self): For the student to develop an awareness of who he/she is and through effective decision-making what he/she can become; (2) Society Goal (Soc): For the student to become aware of the interrelationships of society with his/her school, community, family, work and leisure; (3) World of Work Goal (WW): For the student to become aware of the many facets of the world of work. All objectives, goals and activities included in this guide are coded as to which of the three areas they emphasize.

The activities which follow are offered as suggestions. This guide's purpose is not to tell the individual instructor what he or she must do. Rather the guide simply offers an example of what the teacher might do. It is hoped that the teacher will use these materials to infuse career education into the existing curriculum. How the instructor does this will depend upon the interests, talents, abilities and ingenuity of the specific teacher, the students and resources available.

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CAREER EDUCATION
DEFINITION AND DESCRIPTION

There has been a saying used for many years that education is preparation for life. At different points in our nation's history, this point has been overlooked or overshadowed by other interests. It would seem that career education is purposely trying to once again provide this type of education.

Career development, which is a lifelong process, begins at a very early age. Even the pre-schooler does role playing. As a child enters formal education, he should continue a step known as the Awareness Stage. This usually covers pre-school through grade six. The second is the Exploration Stage, which covers the middle or junior high level. The third is the Preparation Stage. This covers a time period as long as necessary for the individual to acquire the skills and knowledge needed to enter and progress through his occupational career.

The educational climate today indicates a growing awareness on the part of increasing numbers of people that living in the most advantageous vocational niche is one of the most critical of cultural aspects to man and society. This is the climate that has given impetus to the concept of career development. The great scientific and technical advances in our country have brought about the age of automation--an age in which every person is a specialist. This is true of both the college-educated person and the worker who terminates his education with graduation from high school. Virtually every person, man or woman, college student or not, is involved in earning a living. Education, then, should provide meaningful, significant experiences designed to equip the individual for work in which he will be successful and properly challenged in accordance with his specific aptitudes, interests and total personality. In the case of these individuals who will eventually graduate from college, the function of the school is an interim step. For many others, high school may be the only formal preparation for a lifetime of work and living.

Career education says: Each individual should be led to develop his own work values after becoming fully aware of the alternatives and the impercations, rather than have them dictated.

"Career" itself is a confusing term. To us, it refers to the sum total of all the work done by a person in his lifetime. It differs from an occupation in that an occupation is a component of a career at a point in time.

Career education, then, attempts to help students understand the work ethics imposed by society; develops their work values based on their own personal interests in full awareness of society's demands; helps them become aware of the world of work and its values, prepares for, and ultimately begins and pursues a career, including the possibility of occupational change and the hope for productive use of leisure during that career.

PHILOSOPHY

The interests of the junior high student revolve around the home, school and peer group. Through a study of society, self and the world of work, these students begin to see themselves as an integral part of a working whole. Career education brings relativity to the classroom. Career education seeks to give the student a firm foundation in the basic skills of education—the ability to read, write, communicate and calculate.

CONCEPTS

1. Explore and become aware of the many kinds of careers available.
2. Realistically appraise career selections according to his present abilities and interests.
3. Understand that each person is an individual with different capabilities, needs, interests and values.
4. Recognize the value and interdependence of each job choice.
5. Realize that work in school is directly related to future job success.
6. Realize the satisfaction that should be inherent in job choices and in leisure time pursuits.
7. Realize that the cultural and social attitudes of his heritage will not necessarily limit his job choices.
8. Realize that the world is in constant change just as his own abilities, interests and expirations change and will therefore explore many occupational possibilities during his maturation process.
9. Appreciate the responsibility he has to use his potential to contribute to the work force and to wisely use his leisure time to better the standards of cultural and recreational pursuits of his society.
10. Career preparation is not limited to a study for a specific career but necessarily includes all areas of study that broaden his mind and expand reasoning power so that he can make suitable choices in all phases of adult life.

EXPLORATORY WORK EXPERIENCE

Exploratory Work Experience is essentially a career guidance program being offered to seventh, eighth and ninth grade students in the ten participating school districts. It allows the student to observe and to "try out," in a limited way, a variety of conditions of work in one or more professional or vocational fields for the purpose of determining his suitability for such field or fields. Inasmuch as he is not expected to be productive as an employee, he receives no remuneration for participation on the exploratory program. Whatever benefits do accrue to the business in which the student is placed are usually offset by the time expended by his job supervisor (employer) in teaching and directing activities.

After a tentative career choice has been reached, the motivation to preserve and attain his career goal is enhanced. While involved in exploratory work experience, a participant may arrive at such a tentative career goal through a flexible process of deciding negatively as well as positively about possible careers.

Work exploration is essential to any student who plans to invest a significant amount of time and money in the preparation (continued education) for a career. It is beneficial to all students because most will find themselves at one time or another a part of the world of work, even if the position is part-time or temporary. This <u>real</u> experience can reduce the number of people who learn too late they chose the wrong career.

Such a program was initiated in eight of the ten participating school districts in the summer of 1974 with ninth grade students only. This program will be continued in 1974 and enlarged to incorporate eighth grade students as well as ninth grade students from the participating schools.

STUDENT LEARNING GOALS

Appreciations and Attitudes

Appreciate all forms of human endeavor and work.
Understand the impact of work in one's life and resulting need to make a meaningful career choice.
Relate attitudes and awareness to a specific or a related job.
Understand the importance of all careers and their contribution to society.

Self Awareness

Choose a career as related to interests and abilities.
Develop self-perception of abilities and interests as related to actual career requirements.
Build reality awareness perception of "where I am compared to where I want to be."
Related personal values and influence of other's values on career choice.

Decision Making

Weigh long and short range effects of different alternatives to specific problems. Apply decision-making process to study of careers. Analyze and refine previous career decisions based on counseling, work experience and all available information.
Select a career for in-depth analysis.

Educational Awareness

Identify and understand values as they relate to lifestyle.
Identify present lifestyle and conditions determining that style.
Determine a tentative personal schedule to acquire necessary and desired special skills.
Acquire special skills needed for predicted or desired lifestyle.

Career Awareness

Understand the relationships between attitudes and values and careers.

Economic Awareness

Develop the concept of management of finances (earning, spending, borrowing, savings).
Understand economic potential as related to careers, i.e., relate cost of entering a field to future expected income.
Understand the tools of business: Read and interpret tables, graphs, and charts used as a consumer.
Relate legal and financial consideration to careers in general.

Skill Awareness

Master the use of tools and processes used in research in the physical and social sciences. Understand the use of tools in selected careers.
Use basic tools found in careers.
Match necessary skills and processes with selected careers.
Match individual abilities and interests with skills and processes needed in careers.

Employability Skills

Understand the social and personal relationship and their effect on employment.
Understand the skills necessary to acquire, maintain, and progress in employment.
Relate personal and social interaction skills to careers.
Develop personal and social interaction skills related to in-depth study of one career.

GENERAL GUIDE FOR INTEGRATING CAREER EDUCATION INTO ANY SPECIFIED COURSE

Step 1

The teacher decides on the range of careers in each unit, section, or chapter

Step 2

The teacher makes a plan for introducing related careers when appropriate by the following methods:

(a) student research into careers using reference materials
(b) student development of occupational clusters
(c) guest speakers
(d) field trips
(e) role playing
(f) class or group discussions
(g) written or oral reports

Step 3

The teacher should make a concentrated effort to relate the regular classroom instruction to what is needed to succeed in the working world. To be successful, a student should:

(a) learn cooperation
(b) understand own worth as a unique person
(c) understand the necessary interdependence that exists in groups
(d) think and reason abstractly and concretely
(e) form solid analyses
(f) form opinions and make plans creatively and realistically
(g) approach problems systematically and realistically
(h) achieve and experience success in his work
(i) follow directions closely and accurately
(j) learn to accept responsibility for himself and his work
(k) assume the responsibility of developing good attendance habits
(l) utilize his time effectively
(m) develop good study habits
(n) develop within the student an appreciation and understanding of the work ethic—there is dignity in all forms of work

MATH

Major Units of Study	Page
Transportation	5
Public Service (Administration and Regulatory Services)	8
Whole Numbers and Public Service Jobs (Utilities)	10
Public Services (Public Utilities)	11
Public Services (Post Office)	12
Public Service and Protective Service	13
Communications and Media	15
Recreation	16
Health	17
Personal Services	20
Marine Science	21
Marine Science (Oceanographer)	22
Environment (Resource Control)	23
Surveying	24
Business and Office	25
Money and Banking (Business)	26
Money and Stock Investments	27

Mathematical Area Index

I. Whole Number Operations
   a. Addition
   b. Subtraction
   c. Multiplication
   d. Division
   e. Expanded notation and exponents

II. Numeration Systems, Bases and Sets
   a. Roman Numeration System
   b. Egyptian Numeration System
   c. Base two, etc.
   d. Sets, subsets, union and intersection

III. Fractions
   a. Prime numbers
   b. Least common multiple
   c. Mixed numerals
   d. The four operations
   e. Ratio
   f. Proportions

IV. Decimals
   a. Conversion from fractions to decimals
   b. Terminating and repeating decimals
   c. Conversion from decimals to fractions
   d. The four operations
   e. Rounding off numbers

V. Percents
   a. Conversion from decimal to percent
   b. Using percents in problem solving
   c. Discounts
   d. Percents of increase and decrease
   e. Interest
   f. Applications

VI. Geometry and Measurement
   a. Points, lines, planes, space
   b. Constructions
   c. Identifications of polygons, prisms, circles, cylinders
   d. Measurement
      (1) Standard units
      (2) Metric and English Systems
      (3) Temperatures
   e. Space figures, surface area, and volume

VII. Integers, Real Numbers and Graphs
   a. Directed numbers
   b. Absolute value
   c. Squares, square roots, cubes, cube roots

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d. Scientific notation and exponents
e. Negative exponents
f. Operations on real numbers
g. Graphing - Coordinate and Line

VIII. Statistics and Probability
a. Displaying statistical material on tables and graphs
b. Frequency, measures of central tendency
c. Deviations from the mean
d. Events (simple, compound, intersection, union)

Career Education Objectives

Self 1. The student will recognize that learning is a continuous process occurring in and outside of school.
a. The student will evaluate his level of proficiency in basic mathematical learnings.
b. The student will select courses which will increase his proficiency in basic mathematical learnings.

WW 2. The student will recognize the significance of mathematical language, computational and reasoning development and the mastery of content knowledge as a means of achieving career goals.
a. The student will understand the variety of mathematically related occupations found in the world of work.
b. The student will compare and contrast the basic-education requirements of several career areas.
c. The student will determine the mathematical skills needed for a variety of occupations.

Self & WW 3. The student will assess his self-characteristics in terms of various occupations.
a. The student will determine the worker qualifications related to performing the basic tasks of various occupations.
b. The student will analyze his abilities and interests in terms of occupational areas he may wish to enter.
c. The student will analyze the working environment of various occupations and evaluate his attitudes toward these work environments.

WW 4. The student will explore the economic incentives offered by various occupational areas.
a. The student will understand how wealth is accumulated through savings and investments and how it may influence his career and lifestyle.

WW 5. The student will develop the basic mathematical skills necessary for employment in the career of his choice.
a. The student will identify and select the school subjects which contain the specific knowledge required for his tentative vocational choice.
b. The student will identify and evaluate his self-characteristics which will help him in terms of the occupation he thinks he may wish to pursue.

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Self 6. The student will recognize the implications of working with and without supervision, independently and with others.
   a. The student will understand that decision making includes responsible action in identifying alternatives, selecting the alternative most consistent with his goals, and taking steps to implement the course of action.
   b. The student will develop the skills required to identify the objectives of a task, specify resources required, outline procedures, perform operations and evaluate the product.

Society 7. The student will analyze how societal needs create a demand for workers in various occupational areas.
   a. The student will analyze the relationship between the benefits provided by society and the work performed by the members of the society.
   b. The student will analyze decisions and choices made as a participant in either mathematical simulations or actual situations.
   c. The student will research and demonstrate how man uses resources and mathematical technology creatively in his work.
   d. The student will analyze how mathematical technology is used creatively to develop various products from natural resources.
   e. The student will analyze the problems associated with the use of technology and research the proposed solutions to these problems.

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Transportation

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Bus a. Bus driver's log book of passengers b. Mileage records c. Time keeping and schedules d. Issuing tickets	1. Local bus terminal	1. If the student is working with graphs and statistical data he will be able to: a. interpret the graph b. compile data and display it in the form of a graph (bar, circle, line, picture)
WW 2. Trains a. Conductor (1) Takes tickets and collects cash fare (2) Departure times b. Station Agent (1) Sells tickets (2) Calculates freight and express charges (3) Schedules and routes (4) Bookkeeping methods	2. Write to: Association of American Railroads, Transportation Building, Washington, DC 20006 United Transport Union, 1540 Detroit Street, Cleveland, OH 44114 Local Railroad Station	2. The student will be able to work out problem on paper concerned with all areas of math as related to any career related field.
WW 3. Airplanes a. Airline Station Agent (1) Weight of cargo properly balanced (2) Computes weight of gasoline and weight of freight (3) Lists of cargo and lists of passengers (4) Obtains weather reports	FILM: "New Directions in Modern Railroading" 16mm color, 27 min. Illinois Central Railroad, Library of Visual Aids, Room 302A, 135 East 11th Place, Chicago, IL 60605 3. Local Airport	3. In a role playing situation, the student will be able to physically manipulate the mathematical thoughts, analysis or equipment.

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
		The student will be able to add and subtract The student will be able to count money. The student will be able to read time schedules.
WW 4. Trucks a. compute maximum load weight and weight of truck b. warehouse supervisor figures fees owed him for storage 1. figure tax records 2. banking procedures for small loans 3. truck usages c. determine how a truck driver's pay is figured (mileage, hours, etc.) and figure his deductions d. determine the size of parcels and volume of the truck to determine how many parcels may be hauled e. reading weight scales f. discuss the use of log books used by drivers g. compute truck drivers expenses for uniforms, meals, motel, etc.	4. National Association of Refrigerated Warehouses 1210 Tower Building Washington, DC 20005 American Warehousemen Assoc., 222 W. Adams St. Chicago, IL 60606 Local trucking firm Weight station Film: "The Wise Use of Credit" 16mm color, 11 min. Associated Films, Inc. 600 Madison Ave. New York, NY 10022 Film: "The Strongest Link" 16mm color, 26 min. Modern Talking Picture Service, 1212	4a. The student will be able to figure volumes of prisms. 4b. The student will be able to work with whole and decimal numbers. 4c. The student will be able to multiply decimal numbers. 4e. The student will be able to read measurements from scales.

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CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
	Avenue of the Americas New York, NY 10036 Local trucking firm Local weight station Local truck driver	

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Public Service (Administration and Regulatory Services)

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. City manager a. administers activities of tax collection and distribution b. prepare annual budget c. compile statistics and graphs	1. International City, 1140 Connecticut Ave. N.W., Washington, DC 2003 local city manager	1. The student will be able to add, subtract, multiply and divide decimal numbers.
WW 2. Marketing research a. collect, analyze, and interpret data to determine potential sales of a product or service b. research available data and accumulate new data through interviews and questions c. sales methods and prices--concerned with sales records and graphs d. advertising uses graphs e. statistician uses his training to develop samples and weigh questions, analyses the data f. must be familiar with research techniques and procedures and how to handle statistics	2. American Marketing Association, 230 N. Michigan Ave. Chicago IL 60601 Local marketing researcher	2. The student will be able to display the collected data on circle, bar and line graphs.
WW 3. Public relations personnel a. supervising advertising--making graphs and displays b. ways to promote sales, displays, graphs	3. Public Relations Society of America, Inc. 845 Third Ave., New York, NY 10022 The Information Center, Public Relations Society of America, Inc., 845 Third Ave. New York, NY 10022	3. The student will be able to display the data on graphs.

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CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 4. Purchasing agent a. consider exact specifications for the required items, cost quantity discounts, freight handling or other transportation costs and delivery time b. compare listings and prices	4. Retailing, local and state government service	4. The student will be able to add, subtract, multiply and divide decimal numbers.

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Whole Numbers and Public Service Jobs (Utilities)

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW Reading meters (electric, water, gas)	Local utilities companies a. field trip b. speaker Filmstrips: "Your Telephone Company" "Your Electric Company" "Your Water Company" "Your Sanitation Co." "Your Gas Company" B & R Education Inc. 404 Admiral Blvd. Kansas City, MO 64106 816-421-5856	The student will be able to read different types of meters and chart the information. The student will be able to add and subtract whole numbers. Hypothetical problems involving reading the meters and figuring the utility bill.

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Public Service (Public Utilities)

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Water Systems a. Meter reader 1. Checks meters and records information 2. Reads clock-like dials and records accurately to obtain volume of water which runs through the pipes. Dials are read in thousands, hundreds, tens, and ones 3. Maps routes b. Office Workers 1. Computer workers	1. Utility workers	1a2. The student will be able to figure the volume of a cylinder 1a2. The student will be able to read large and small--whole and decimal numbers. 1a3. The student will be able to read and interpret a map.
WW 2. Gas and Electricity a. Meter reader (as above)	2. American Gas Association 605 Third Ave., New York, NY 10016 "Operation 150" Rockwell Manufacturing Co., Advertising Manager, Valve Division 300 N. Lexington St. Pittsburg, PA "Energy on the Move" American Gas Assoc. Film Service Library 1515 Wilson Blvd. Arlington, VA 22209	

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Public Services (Post Office)

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Postal Clerk a. sells stamps b. weigh parcels c. sell and cash money orders, sell United States savings bonds	1. Local post office	1. The student will be able to count money. The student will be able to read scales and multiply whole and decimal.
WW 2. Mail Carriers a. map the route b. collect C.O.D. money	2. National Association of Letter Carriers, 100 Indiana Ave. N.W. Washington, DC 20001	2. The student will be able to read city maps and will be able to follow a mapped route. The student will be able to count money and make change.

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Public Service and Protective Service

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Police Department a. Statistics b. Graphic Data c. Figuring speed and miles traveled d. Figuring percentages of cromes, etc. e. Reading road maps	1. International Assoc. of Chiefs of Police, 1319 18th St. N.W., Washington, DC 20036	1. If the student is working with graphs and statistics data, he will be able to: a. interpret the graph b. compile data and display it in the form of a graph (bar, circle, line, picture).
WW 2. State Trooper a. Statistics b. Graphic Data c. Figuring speed and miles d. Measuring (skid marks, time, etc.) e. Reading road maps	2. International Assoc. of Women Police, 100 No. LaSalle St., Chicago, IL 60602	2. The student will be able to work out problems concerned with all areas of math as related to any career related field.
WW 3. FBI a. Investigates frauds which involves money b. Investigations of embezzlement of union funds	3. The Federal Bureau of Investigation, U.S. Department of Justice Washington, DC 20535	3. In a role playing situation, the student will be able to physically manipulate the mathematics, thoughts, analysis, or equipment.
	4. "Understanding the Law-Equal Justice for All" Rental fee $3.50 Encyclopedia Britannica Educational Corp. 425 North Michigan Ave. Chicago, IL 60611	4. The student will be able to count and figure money values. The student would be able to measure skid marks.

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Public Service (Protective Service)

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Probation Officer a. Statistics b. Maintains records for each case	1. American Correction Association, 1000 Shoreham Building 15th and H Streets, N.W., Washington, DC 20005 National Commission for Service Work Careers 2 Park Avenue New York, NY 10016 Visual aids (return postage) "Dangerous Years" "A Change at the Beginning" Modern Talking Picture Service, 2323 New Hyde Park Road New Hyde Park, NY 10040 "Building Better Boys" Staff Commonwealth for Boys, Public Relations Department, Albion, MI 49224	1. The student will be able to read and interpret graphed material.

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Communications and Media

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Disc Jockeys--an awareness of time needed to run program efficiently	1. Local radio station	1. The student would be able to figure hours, minutes and seconds.
WW 2. Newspaperman (Reporters)--is able to lay out pictures and articles	2. Local paper	2. The student would be able to measure space needed and make a neat display of the material.
WW 3. Telephone Operators--place calls correctly on right circuits.	3. Bell Telephone Company Education Council of the Graphic Arts Industry 4615 Forbes Avenue Pittsburg, PA 15213	3. The student would be able to read numbers. The student would be able to compute time in regard to the length of a call.

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GRADE LEVEL OR SUBJECT Math AREA CR UNIT OF STUDY Recreation

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Travel Agents a. Determine cost of flights for passengers b. Read charts, etc., to determine flights and plane companies	1. Local AAA Office	1. The student will be able to figure money. The student will be able to read and interpret road maps, flight charts, bus schedules, etc.
WW 2. Hotel Managers a. Keep accurate account of number of persons in hotel b. Keep complete financial pictures of hotel expenses, etc.	2. Local Ramada Inn or Holiday Inn	2. The student will be able to add whole numbers and to work with money figures. 2b. The student will be able to keep a series of financial records of expenses and income. The student would be able to make circle graphs or bar graphs of the expenses of a hotel.

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GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Health

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Registered Nurses a. Take and read thermometer readings b. Read charts and graphs c. Measure intake and outtake	1. Local county health office	1. The student will be able to chart temperature readings. Could use a bar or line graph.
WW 2. Physicians a. Take temperatures b. Interpret information that has been charted	2. Local doctor	
WW 3. Pharmacists a. Measure ingredients used in making prescriptions b. Keep records on each person	3. Local pharmacist National Advisory Comm. on Careers in Pharmacy 2215 Constitution Ave. N.W., Washingon, DC 20007	3. The student will be able to interpret the metric systems of measure to understand medical prescriptions.
WW 4. Dentists a. Read x-rays b. Measure amount of filling c. Measure teeth--width, etc.	4. Local dentist	
WW 5. X-ray Technicians a. Read x-rays and determine the size of a fracture, etc.	5. Local hospital	
WW 6. Medical Technologists a. Determine crossmatch of blood samples using ratios b. analyze urine tests determining specific level	6. Local hospital The Registry of Medical Technologists P.O. Box 2544 Muncie, IN	6. The student will be able to use ratios. The student will be introduced to probability.

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 7. Chiropractors a. Be able to use instruments, etc., to stretch muscles to proper measurement; be able to determine if muscles are at right length.	7. Local chiropractors	7. The student will be able to measure and read small measurements.
WW 8. Cytotechnologist a. Identify kinds of cells by shades		
WW 9. Dieticians a. Keep charts of daily intake of food b. Plan specific diets for patients	9. Local hospital Local rest home	
WW 10. Veterinarians a. Keep careful record of vaccinations, etc. b. Interpret charts on animals	10. Local veterinarian American Veterinarian Medical Association 600 S. Michigan Ave. Chicago, IL 60605	
WW 11. Optometrists a. Measure shape of eye ball d. Determine vision ability (use ration theory)		11. The student will be able to make and read accurate metric measurements.
WW 12. Hospital Administrators a. Figure pay scale for employees b. Balance hospital books c. Determine hospital expenditures and intakes	12. Local hospital	12. The student will be able to add, subtract, multiply and divide decimal numbers.
WW 13. Dental Hygientists a. Chart conditions b. Take x-rays c. Mix together filling compounds d. Keep records		13. The student will be able to work with metric measures.

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 14. Physical Therapists a. Helps patients use mechanical equipment using theories of pulleys, etc. b. Keeps chart of progress	14. Laurie, Physical Therapist Julian Messner, Inc. One West 39 Street New York, NY 10018	
WW 15. Medical Librarians a. Record information	15. Aids for a Job in the Hospital, Richards Rosen Press, 29 E. 21st Street, New York, NY 10010	

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Personal Services

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Barbers a. Cutting hair - knowing theory of layering hair and cutting at various lengths b. Making change; buying own tools	1. Occupational Handbook National Association 219 Greenwich Road P.O. Box 17782 Charlotte, NC 28211	1b. Student will be able to work with money. Student will be able to establish a budget and figure expenses.
WW 2. Cosmetologists a. Mix (in proper proportion) ingredients used in various operations b. Know theory of layering hair c. Buying own tools		2a. The student will be able to use ratio and proportion.
WW 3. Cooks a. Able to use ratios and proportions to increase or decrease quantity as stated in a recipe	3. Hotel and restaurant employees Hospital dieticians	3. The student will be able to use ratio and proportions.
WW 4. Waiters and Waitresses a. Make out customer's checks and make change		4. The student will be able to add and multiply decimal numbers.
WW 5. Bartenders a. Mix drinks using specific amounts of ingredients and a given specific ratio b. Measure ingredients c. Maintain up-to-date inventory of supplies	5. Bartenders International Union	5. The student will be able to use ratio and will be able to add and subtract decimal numbers.
WW 6. Household Workers a. Buy food, plan a budget, plan daily balanced meals, order supplies, keep an accurate expenditure account	6. National Commission on Household Employment 1725 K Street NW Washington, DC	
WW 7. Custodians a. Responsible for heating and ventilation of the building b. checking fuel level, thermometers, pressure, etc.		7. The student will be able to read meters for fuel level and will be able to multiply decimal numbers.

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Marine Science

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Research a. Hydrologist 1. Maps water flow and charts the disposition of sedement 2. Measures changes in water volume of lakes and rivers 3. Measures how much water is absorbed and lost	1. Write to: National Society of Professional Engineers, 2029 K Street, N.W., Washington, DC 20006	1a1. The student will be able to display the recorded data on circle and bar graphs. 1a2. The student will be able to figure liquid volumes. 1a3. The student will be able to figure percent of increase and decrease.
WW 2. Off-shore Drilling a. Seismographer	2. Write to: Seismological Society of America 465 California St. San Francisco, CA 94104 Films: "Oscilloscopes and Transducers" 16mm color 12 minute, Tektonix Inc. Film Libraries, Delivery Station, P.O. Box 500 Beaverton, OR 97005	2. The student will be able to display the data on a line graph.

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Marine Science (Oceanographer)

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Collects data about the motions of ocean water	1. American Society for Oceanography, 845 Main Building, Houston, TX 77002	1. The student will be able to figure the speed of the water motion.
WW 2. Data about contour of ocean floor	2. National Oceanography Association, 1900 L Street N.W. Washington, DC 20036	2. The student will be able to display the information on circle, bar and line graphs.

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Environment (Resource Control)

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Soil conservationists a. Graph and display data b. Measurements--measuring land, terracing c. Measure the amount of rain or snow and figure the amount of moisture in the land d. Predict floods	1. U.S. Civil Service Commission, Washington DC 20415 U.S. Dept. of Agriculture, Washington, DC 20250 Soil Conservation Society of America, 7515 N. E. Ankeny Road Ankeny, IA 50021	1. The student will be able to graph the recorded conformation. 1b. The student will be able to make length and area measurements. 1c. The student will be able to read moisture measurement scales.
WW 2. Surveyor	2. American Congress on Surveying and Mapping, 783 15th Street, N.W. Washington, DC 20005 American Society of Photogrammetry, 105 N. Virginia Avenue Falls Church, VA 22046	2. The student will be able to use formulas to find slopes and lines. The student will be able to figure error of measure and the precision of a measure after making an accurate measurement.

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Surveying

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. As students are working with similar polygons, invite a local surveyor or civil engineer to visit the class and bring the equipment he uses in his occupation.	1. Text material on similar polygons and/ or trigonmetric ratios	1. The student will be able to relate subject matter to a specific occupation that uses it.
WW 2. After explaining the use of his equipment, he will aid the students in surveying the school grounds.	2. Local resource people - surveyor and/or civil engineer	

GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Business and Office

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
WW 1. Bookkeeper a. Whole numbers in adding and subtracting balances b. Decimals in use of money c. Sets in grouping entries d. Percents e. Positive and negative numbers dealing with deficits, etc.	1. Invite a bookkeeper in to speak.	1a. The student will be able to add and subtract decimal numbers. 1d. The student will be able to figure percents by multiplying decimal numbers. 1e. The student will be able to add, subtract, multiply and divide real numbers.
WW 2. Cashier a. Whole numbers	2. Examine a bookkeeper's ledgers and journals	2. The student will be able to add, subtract, multiply and divide whole and decimal numbers.

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GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Money and Banking (Business)

CAREER RELATED ACTIVITIES		RESOURCES	EVALUATION/OUTCOME
Soc	1. The student will be given a mimeographed list of desirable items for teenagers. They will select five items they would like to purchase and estimate the cost. Then the students will search for the lowest actual cost and produce evidence of that cost from newspapers, catalogs, etc.	1. Itemized list compiled by students and teacher Newspapers, magazines and catalogs, such as Sear's, Wards, etc.	1. The student will be able to add, subtract and multiply whole and decimal numbers.
Soc.	2. The students will investigate sources of income such as salaries, hourly wages, commissions in their local community. They collect data on the (a) minimum hourly wage for four different jobs (b) average hourly wages paid for teenagers in part-time and summer work.	2. Various local employers	2. The student will be able to multiply whole and decimal numbers.
WW	3. The students will compute how many hours they would have to work as teenagers in order to purchase a minimum of five items of their choosing from the first activity above.	3. Text or teacher-made materials related to formulas to determine wages = hourly wage times hours worked.	3. The student will be able to multiply and divide decimal numbers.
Self-Soc	4. The students will discuss the procedures involved in preparing a budget. Then they will prepare a budget for themselves and work within this budget for two weeks.	4. Teacher-made text materials	

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CAREER RELATED ACTIVITIES		RESOURCES	EVALUATION/OUTCOME
Soc	5. Have a representative of a local finance company visit the class to describe problems involved when people fail to budget their income wisely.	5. Representative from a local finance company	5. The student will prepare a budget for himself to live by.
Soc	6. The class will discuss basic concepts of loans and savings accounts.	6. Teacher-made and text materials using the simple interest formula I = PRT	6. The student will be able to compute interest at simple interest.
Soc	7. Have a local banker or savings and loan representative present to the students the types of loans and savings accounts that are available.	7. Representative from local bank and/or savings and loan association	7. The student will discuss three ways a banker uses interest in working with money.
Soc & WW	8. Have small groups visit the bank(s) and/or savings and loan association(s) and report on the activities and services performed by the banking institution.	8. Local banking facilities	
Soc	9. The students will select two items from activity #1 for which they will need to borrow money in order to purchase them and report to the class how to borrow the money and how to repay it.	9. Student activity aided by local resource people at the banking institution American Bankers Association 90 Park Avenue New York, NY 10016	9. The student will know how to figure interest and how to add and subtract decimals.

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GRADE LEVEL OR SUBJECT Math AREA OR UNIT OF STUDY Money and Stock Investments

CAREER RELATED ACTIVITIES	RESOURCES	EVALUATION/OUTCOME
Soc 1. Given a copy of the stock market listings for that day, the student will select four stocks to purchase and then describe the procedure used to identify the daily stock quotations.	1. Local newspaper and copies of Wall Street Journal in the library	1. The student will be able to multiply decimal numbers.
Soc 2. Each student will make daily reports on their four chosen stock for a period of two weeks.		2. The student will be able to make a bar or line graph to display statistical information.
WW 3. Have a local representative of some brokerage firm present information on the operation and function of the New York Stock Exchange.	3. Local stock broker	

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AUDIO - VISUAL MATERIAL

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JUNIOR HIGH A-V MATERIALS

Books

Call No.	
LB 1027.5 .C37 1973	Career Education in the Middle/Junior High School, Olympus Publishing Company. Third in the series of "how to do it" books, aimed at the junior high level. Circulation period 3 weeks. Teachers 7-12.
	Career Development Activities, Howard W. Sams and Company, Inc. A manual of suggestions for activities to be used to integrate career development activities with traditional subject matter. Instructor's guide included. Circulation period 4 weeks. Teachers 7-12.
	Occupations and Careers, Webster Division, McGraw-Hill Book Company. Textbook designed for courses in occupations or as a reference to counselors and their students. Circulation period 3 weeks. Grades 7-12.
	Manpower and Economic Education, Love Publishing Company. Includes units on the individual and the nature of work, the economic world, the manpower market, career opportunities in the American economy and technology, skills and investment in education. Circulation period 3 weeks, suggested for teachers, counselors and administrators.
LB 1027.5 E35	Mathematics for Career Education with teacher's guide, Charles E. Merrill Publishing Company. Developed for students interested in practical mathematics. Circulation period 4 weeks, suggested for teachers of remedial classes, shop classes and union apprentice programs.
HF 5381 .S864	Viewing Your Career, Pendulum Press. Eight chapters covering different aspects on careers such as: choosing a location, part-time jobs, full-time jobs, labor unions, etc. Circulation period 2 weeks, suggested for teachers, counselors and administrators.
P 90 .H36 1974	The World of Communications: Visual Media, McKnight Publishing Company. This text is divided into readings intended to increase the students' perception by having them recognize problems. Circulation period 3 weeks, suggested for teachers, counselors and administrators.

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NVGA Bibliography of Current Career Information, 1973 Edition, National Vocational Guidance Chronicle, Division of APGA. Contains a current career literature listing, career film reviews and a publisher's index. Circulation period 2 weeks, suggested for students, teachers, counselors and administrators.

HF 5381 .P43 — Perspectives on Vocational Development, American Personnel and Guidance Association. Contains five parts: introducing vocational development (2, 3, 4) discussing vocational development theory in the past, present and future also special applications. Circulation period 4 weeks, suggested for teachers, counselors and administrators.

TD 148 .C47 — Clean Streets, Clean Water, Clean Air.

TH 4811 .N36 — New House, New Town.

The Maturity of Vocational Attitudes in Adolescence.

T 65 .S39 — Teaching Children about Technology, McKnight Publishing Company. A three-part text to help teachers teach students about the complexities of industry. Circulation period 2 weeks, suggested for junior high and high school teachers.

Exploring Careers in Child Care, McKnight Publishing Company. Prepared for use in some educational programs. Circulation period 3 weeks, suggested for home economics teachers.

General Drafting, McKnight Publishing Company. A sample text for beginning drafting with 75 units to give the student a brief overview of a variety of construction techniques dealing with mechanical and architectural drafting. Circulation period 2 weeks, suggested for beginning drafting students.

Multi-Media Storage Catalog, American Personnel and Guidance Association. A publications program providing periodicals, books, films and cassette tapes to order. Circulation period 1 week, suggested for teachers, counselors and administrators.

BEST COPY AVAILABLE

Consumer Purchasing, Consumer Education. Seven chapters showing the consumer various situations of consumer spending and explaining the when, where and why's of the money involved. Circulation period 2 weeks, suggested for grades 9-12.

Career Education Program, Volume II, Houghton Mifflin Company. This notebook consists of a sequence of detailed lesson plans accompanied by duplicating masters and transparencies to reinforce a student's knowledge and understanding of the world of work. Circulation period 3 weeks, suggested for grades 7-9.

Career Exploration and Planning, includes teacher's manual and student workbook, Houghton Mifflin Company. It approaches career development by stressing students' self-awareness and understanding of their own talents and interests. Circulation period 4 weeks, suggested for grades 8-12.

The Waiter and Waitress Training Manual, Institutions/Volume Feeding Magazine. A six-part guide for serving food in a restaurant with a quiz at the end. Circulation period 2 weeks, suggested for teachers, counselors and administrators.

Ginny the Office Assistant, McGraw-Hill Book Company.

Developing Students' Potentials

Introduction to Occupations, Instructional Materials Laboratory. This material is designed to provide guidelines for teachers helping young persons learn about decision-making in the area of occupational choice. Circulation period 3 weeks, suggested for junior high students.

Job Application and Interviews, Instructional Materials Laboratory. Divided into nine chapters which cover such areas as career opportunities, self-evaluation, job interview, tests and forms, money management, etc. Circulation period 4 weeks, suggested for teachers, counselors and administrators.

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Phil the File Clerk, McGraw-Hill Book Company.

My Career Guidebook, includes counselor's and teacher's manual, Benziger Bruce and Glencoe, Inc. A sample guidebook that contains sections devised to help the users prepare themselves for a career. Circulation period 2 weeks, suggested for high school students, teachers, counselors and administrators.

How to Get a Job, Benziger Bruce and Glencoe, Inc. This book is designed to teach a person how to hunt for the job he wants successfully. Circulation period 1 week, suggested for high school students, teachers, counselors and administrators.

HF
5381
.S865

How to Choose Your Work, Benziger Bruce and Glencoe, Inc. Divided into three parts: (1) What do you want to do? (2) What can you do? (3) Kinds of work available to you. Circulation period 1 week, suggested for high school students, teachers counselors and administrators.

The Parents' Role in Career Developments, the National Vocational Guidance Association. To enable parents to help their children find their occupational careers. Circulation period 1 week, suggested for teachers, counselors and administrators.

Guidelines for the Preparation and Evaluation of Career Information Media, National Vocational Guidance Association. A set of guidelines for filmstrips, films and occupational literature. Circulation period 2 weeks, suggested for teachers, counselors and administrators.

Career Mathematics: Industry and the Trades, teacher's edition, Houghton Mifflin Company.

Mathematics for Daily Living, with workbook, McCormick-Mathers.

Kits

Call No.	Kit
KT CE1	Duo-Media Career Education Kit, Career Education Associates. Cassette and photo-guide, sample copy on Physician's Assistant. Circulation period 2 weeks. Grades 7-12.
KT CE4	Career Awareness Program (Featuring Popeye the Sailor), King Features Education Division. Full-color comic books covering 15 career clusters with poster, class career awareness bingo game, teaching guide. Circulation period 3-5 weeks. Grades 4-8.

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KT CE5 Job Experience Kit, Science Research Associates, Inc. Work simulation experiences in 20 self-contained kits (may be checked out singly if kit is not in use). Circulation period 1 week. Grades 7-11.

Occupations include:

Appliance Serviceman	Beautician
Plumber	Secretary
Carpenter	Veterinarian
Draftsman	Librarian
Electronic Technician	Lawyer
Accountant	Police Officer
Medical Technologist	Elementary School Teacher
Truck Driver	Automatic Mechanic
X-ray Technician	Motel Manager
Designer	Salesperson

KT CE6 The Changing Work Ethic, Guidance Associates. Two filmstrips with cassettes and discussion guide. Part I--You and Work; Part II--Work and Society. Circulation period 1 week. Grades 7-12.

KT CE12 World of Work: Readings in Interpersonal Relationships, McGraw-Hill Book Company. Fifty illustrated fiction stories of four pages each to acquaint the reader with job-worker situations. Multiple choice, short answer and discussion questions are provided. Circulation period 4 weeks. Grades 8-12.

KT CE16 Educator's Kits, Let's Save the Children, Inc. Units based on experiences of popular black personalities (Roberta Flack, Issac Hayes, The Jackson Five, Nikki Giovani, Flip Wilson, The Staple Singers, Marvin Gaye, Rev. Jesse Jackson.) Includes books, teacher's guide, puzzles and coloring books. Circulation period 4 weeks. Grades K-8.

KT CE22 Career Education Program, The New York Times. Guide for using the New York Times School Service in the classroom, includes career awareness material. Circulation period 2 weeks. Grades 7-12, especially of interest to English and Social Studies.

KT CE23-I World of Work, Part I, Eye Gate. Eight filmstrips with cassettes covering eight areas of employment, also includes teacher's guide. Circulation period 1 week, suggested for junior high and secondary students. (Educable Mentally Retarded)

Titles include:

What is Your Future in the Changing World of Work?

Receptionist	Electrician
Automobile Mechanic	Printer
TV and Radio Repair	Sheet Metal Worker
Tool and Die Maker	

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KT CE23-II — World of Work, Part II, Eye Gate. Six filmstrips with cassettes covering six areas of employment, also includes teacher's guide. Circulation period 1 week, suggested for junior high and secondary students. (Educable Mentally Retarded)

Titles include:

Automotive Sales Representative
Cook
Data Processing Clerk
Sheet Metal Worker - Building Trades
Medical Assistant
Real Estate Sales

KT CE24 — Education for Occupations, Eye Gate. Eight filmstrips with cassettes covering eight areas of employment. Circulation period 1 week, suggested for junior high and secondary students. (EMR)

Titles include:

Working in a Service Station
Working in a Supermarket
Working in the Printing Industry
Working in the Food Services
Working with Business Machines
Working in Manufacturing
Working in Building Maintenance
Working in a Hospital

KT CE25-A — Career Education, Series A, Interpretive Education. Five filmstrips with cassettes and teacher's manual. A multi-media approach designed to give the student a broad, general overview of jobs in the service, factory, sales and distributive areas. Circulation period 1 week, suggested for secondary.

Titles include:

Introduction to Careers
Service Jobs

KT CE28 — Compulearn Career Education Program, Random House. A battery-operated console used with program cards. Helps students progress through series of questions on interests, career information, etc. Includes educator guides, student guides, bibliographies, career index, console and program cards. Circulation period 3 weeks. Grades K-12.

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Book Series

Call No.

Early Career Books, Lerner Publications Company.

Call No.	
S 494.5 .A4 B45 1974	Careers in Agriculture
HD 9710 .A2 B46 1974	Careers in Auto Sales and Service
LB 2832 .B46	Careers in Education
QL 50.5 .B46 1974	Careers in Animal Care
JS 155 .B45 1974	Careers with the City
S 944 .B46 1974	Careers in Construction

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Periodicals

Volume and Number	Name Publisher
	CAREER WORLD, Curriculum Innovations, Inc. Circulation period 2 weeks, suggested for 7-12.
	Major topics covered:
I-2 Oct. 72	Engineers and Engineering Technicians
I-3 Nov. 72	Communications and Media Home Economics Careers in the Building Trades
I-4 Dec. 72	Air Transportation Business and Office
I-5 Jan. 73	Careers in Psychology
I-6 Feb. 73	Opportunities in the Criminal Justice System Apprentice Training
I-8 Apr. 73	Health Careers
I-9 May 73	Oceanography Insurance Careers
II-5 Jan. 74	Computer Careers and Other White Collar Jobs Electronic Technicians Tool and Die Makers
II-6 Mid-Feb. 74	Working for Uncle Sam
II-7 Mid-March 74	Jobs in Journalism
II-8 Mid-April 74	Marketing and Distribution
II-9 Mid-May 74	Agribusiness
March 74	EMPHASIS, Career Education, Emphasis, Inc. Circulation period 2 weeks. Grades 9-12. Major emphasis - Careers in Allied Health Fields.
Mar. 74 April/May 74	CAREER EDUCATION DIGEST, Educational Properties, Inc.

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Filmstrips

FS
CE1

Are You Looking Ahead? Eye Gate. Ten filmstrips with a teacher's manual designed to prepare students mentally, socially and emotionally for the world of work. Circulation period 1 week. Grades 7-12.

Titles include:

Do You Like Flowers?
Do You Like Sports?
How About Being a Key Punch Operator?
Do You Love Animals?
Would You Like to Be a Cashier?
How About Office Work?
How About Being an Electronics Assembler?
Would You Like Hospital Work?
Want to Work in a Laundry?
Would You Like to Sell?

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Posters

Call No.

PA CE1 — Career Posters, Minnesota Department of Education. Posters showing careers in various areas related to subjects listed below and further divided according to amount of education necessary for each. (laminated to add more careers in spaces provided) Circulation period 4 weeks. Grades 6-12.

PA CE2 — Industrial Education Careers

PA CE3 — English Careers

PA CE4 — Social Studies Careers

PA CE5 — Agricultural Science Careers

PA CE6 — Science Careers

PA CE7 — Business Careers

PA CE8 — Mathematics Careers

PA CE9 — Distributive and Marketing Careers

PA CE10 — Music Careers

PA CE11 — Art Careers

PA CE12 — Home Economics Careers

PA CE13 — Physical Education and Health Careers

PA CE14 — Foreign Language Careers

PA CE17 — Guidance Publications Chronicle Posters. Nine different posters representing various types of work. Circulation period 4 weeks. Grades 7-12.

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If you visit the Career Education Audiovisual Library in the Learning Resource Center, you will be able to locate materials more quickly by noting the color-coded labels. All of the materials other than books and periodicals are color-coded. The color and code is as follows:

Item	Code	Color
Kit (a combination of two or more media designed to be used as a unit)	KT	Black
Cassettes	CT	Red
Posters, Charts	PA	Orange
Filmstrips	FS	Green
Games, Puzzles	GA	Blue
Realia (actual objects or specimens)	RE	Brown

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SOURCES OF CAREER AND OCCUPATIONAL INFORMATION

Listed below are recognized sources of accurate and relevant career information for each of the occupational areas. These materials can be obtained without charge.

Accounting - For more information write:

National Society of Public Accountants
1717 Pennsylvania Avenue
N.W., Washington, D.C. 20006

American Institute of Certified Public Accountants
666 Fifth Avenue
New York, New York 10019

Accounting Career Council
National Distribution Center
P.O. Box 650, Radio City Station
New York, New York 10019

National Association of Accountants
505 Park Avenue
New York, New York 10022

Financial Executives Institute
50 West 44th Street
New York, New York 10036

The Institute of Internal Auditors
170 Broadway
New York, New York 10038

Advertising, Marketing, and Public Relations - For more information Write:

American Association of Advertising Agencies
200 Park Avenue
New York, New York 10017

American Advertising Federation
1225 Connecticut Avenue
N.W., Washington, D.C. 20036

American Marketing Association
230 North Michigan Avenue
Chicago, Illinois 60601

Public Relations Society of America, Inc.
845 Third Avenue
New York, New York 10022

Association of Industrial Advertisers
41 East 42nd Street
New York, New York 10017

Small Business Administration
Washington, D.C. 20416

American Marketing Association
230 North Michigan Avenue
Chicago, Illinois 60601

Public Relations Society of America, Inc.
845 Third Avenue
New York, New York 10022

Service Department
Public Relations News
127 East 80th Street
New York, New York 10021

Aerospace and Aviation - For more information write:

American Institute of Aeronautics and Astronautics
1290 Avenue of the Americas
New York, New York 10019

Air Transport Association of America
1000 Connecticut Avenue
N.W., Washington, D.C. 20036

General Aviation Manufacturers Association
1025 Connecticut Avenue
N.W., Washington, D.C. 2-036

Agribusiness and Natural Resources - For more information write:

American Farm Bureau Federation
225 Touhy Avenue
Park Ridge, Illinois 60068

American Society of Agricultural Engineers
2950 Niles Road
St. Joseph, Michigan 49085

American Society of Animal Science
39 Sheridan Avenue
Albany, New York 12210

The Wildlife Society, Ste. S-176
3900 Wisconsin Avenue
N.W., Washington, D.C. 20016

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National Forest Products Association
1619 Massachusetts Avenue
N.W., Washington, D.C. 20036

Automotive - For more information write:

Educational Affairs Department
Ford Motor Company
The American Road
Dearborn, Michigan 48121

General Motors Corporation
Room 1-101, General Motors Building
Detroit, Michigan 48202

Architecture - For more information write:

Association of Collegiate Schools of Architecture
1785 Massachusetts Avenue
N.W., Washington, D.C. 20036

The American Institute of Architects
1735 New York Avenue
N.W., Washington, D.C. 20006

The American Institute of Architects
1785 Massachusetts Ave. N.W.
Washington, D.C. 20036

Banking, Finance, and Investment - For more information write:

The American Bankers Association
1120 Connecticut Avenue
N.W., Washington, D.C. 20036

Investment Counsel Association of American, Inc.
127 East 59th Street
New York, New York 10022

National Consumer Finance Association
1000 - 16th Street
N.W., Washington, D.C. 20036

National Association of Bank Women, Inc.
National Office
111 E. Wacker Drive
Chicago, Illinois 60601

National Bankers Association
4310 Georgia Avenue N.W.
Washignton, D. C. 20011

Federal Deposit Insurance Corporation
Director of Personnel
550 17th St. N.W.
Washington, D.C. 20429

Business and Office Services - For more information write:

Administration Management Society
Publications Department
Willow Grove, Pennsylvania 19090

American Management Association
135 West 50th Street
New York, New York 10020

National Association of Purchasing Management
11 Park Place
New York, New York 10001

National Secretaries Association (International)
616 East 63rd Street
Kansas City, Missouri 64110

Communication and Media - For more information write:

American Newspaper Publishers Association Foundation
750 Third Avenue
New York, New York 10017

Sigma Delta Chi, National Professional Journalism Society
35 East Wacker Drive
Chicago, Illinois 60601

Education Council of the Graphic Arts, Inc.
4615 Forbes Avenue
Pittsburgh, Pennsylvania 15213

Modern Language Association
60 Fifth Avenue
New York, New York 10011

American Library Association
50 East Huron Street
Chicago, Illinois 60611

National Association of Broadcasters
1771 N Street
N.W., Washington, D.C. 20036

Construction - For more information write:

Associated Builders and Contractors, Inc
P.O. Box 698
Glen Burnie, Maryland 21061

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National Association of Home Builders
1625 L Street
N.W., Washington, D.C. 20036

Data Processing and Computer -
For more information write:

Data Processing Management Association
505 Busse Highway
Park Ridge, Illinois 60068

American Federation of Information
Processing Societies, Inc.
210 Summit Avenue
Montvale, New Jersey 07645

Automation Institute of America, Inc.
760 Market Street, Suite 600
San Francisco, California 94102

Association of Computing Machinery
1133 Ave. of the Americas
New York, New York 10036

Education - For more information write:

National Education Association
1201 - 16th Street
N.W., Washington, D.C. 20036

American Federation of Teachers
1042 - 14th Street
N.W., Washington, D.C. 20005

Association for Childhood Education
International
3615 Wisconsin Avenue
N.W., Washington, D.C. 20015

The Council for Exceptional Children
Suite 900,
1411 South Jefferson Davis Highway
Arlington, Virginia 22202

American School Counselor Association
1607 New Hampshire Avenue
N.W., Washington, D.C. 20009

U.S. Department of Health, Education
and Welfare
Office of Education
Washington, D.C.

The College Placement Council, Inc.
P.O. Box 2263
Bethelem, Pa. 18001

Electronics - For more information write:

National Alliance of Television and
Electronics Service Association
5908 S. Troy Street
Chicago, Illinois 60629

Electronics Industries Association
2001 Eye Street
N.W., Washington, D.C. 20006

Engineering - For more information write:

Engineers' Council for Professional
Development
345 East 47th Street
New York, New York 10017

American Institute of Industrial
Engineers, Inc.
United Engineering Center
345 East 47th Street
New York, New York 10017

American for Engineering Education
1346 Connecticut Avenue
N.W., Washington, D.C. 20036

American Institute of Chemical Engineers
345 East 47th Street
New York, New York 10017

Institute of Electrical and Electronics
Engineers, Inc.
345 47th Street
New York, New York 10017

The American Society of Mechanical
Engineers
United Engineering Center
345 East 47th Street
New York, New York 10017

The Society of Mining Engineers of AIME
345 East 47th Street
New York, New York 10017

American Society of Civil Engineers
345 East 47th Street
New York, New York 10017

Environment - For more information write:

Ecological Society of America
Department of Botany
Southern Illinois University
Carbondale, Illinois 62901

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Institute of Environmental Sciences
940 East Northwest Highway
Mt. Prospect, Illinois 60058

Soil Conservation Society of America
7515 N.E. Ankeny Road
Ankeny, Iowa 50021

National Environmental Health Association
1600 Pennsylvania Street
Denver, Colorado 80203

Society of American Foresters
1010 - 16th Street
N.W., Washington, D.C. 20036

The American Forestry Association
1319 - 18th Street
N.W., Washington, D.C. 20036

American Geological Institute
2201 M Street N.W.
Washington, D.C. 20037

Interagency Board of U.S. Civil Service Examiners for Washington, D.C.
1900 E Street, N.W.
Washington, D.C. 20415

American Meteorological Society
45 Beacon Street
Boston, Mass. 02108

American Geophysical Union
2100 Pennsylvania Avenue, N.W.
Washington, D.C. 20037

International Oceanographic Foundation
1 Rickenbacker Causeway
Virginia Key, Miami, Fla. 33149

U.S. Civil Service Commission
Washington, D.C. 20250

Employment Division
Office of Personnel
U.S. Dept. of Agriculture
Washington, D.C. 20250

Food Service and Processing - For more information write:

Institute of Food Technologists
176 West Adams Street
Chicago, Illinois 60603

American Meat Institute
59 East Van Buren Street
Chicago, Illinois 60605

National Dairy Council
111 North Canal Street
Chicago, Illinois 60606

The Institute of Food Technologists
Suite 2120
221 North LaSalle Street
Chicago, Illinois 60601

Government - For more information write:

United States Civil Service Commission
c/o Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Health and Medicine - For more information write:

American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

National Health Council, Inc.
1740 Broadway
New York, New York 10019

American Medical Record Association
875 North Michigan Avenue, Suite 1850
Chicago, Illinois 60611

American Association of Medical Assistants
200 East Ohio Street
Chicago, Illinois 60611

American Medical Association
Department of Health Manpower
535 North Dearborn Street
Chicago, Illinois 60610

American Dental Association
Council on Dental Education
211 East Chicago Avenue
Chicago, Illinois 60611

American Dietetic Association
Publications Department
620 North Michigan Avenue
Chicago, Illinois 60611

National Association for Mental Health
10 Columbus Circle
New York, New York 10019

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National League for Nursing
10 Columbus Circle
New York, New York 10019

American Optometric Association
7000 Chippewa Street
St. Louis, Missouri 63119

American Physical Therapy Association
1156 - 15th Street
N.W., Washington, D. C. 20005

Registry of Medical Technicians
P.O. Box 4872
Chicago, Illinois 60680

Hospitality and Recreation -
For more information write:

National Recreation and Park Association
1700 Pennsylvania Avenue
N.W., Washington, D.C. 20006

American Hotel and Motel Association
Kellogg Center
East Lansing, Michigan 48823

American Association for Health Physical Education and Recreation
1201 - 16th Street
N.W. Washington, D.C. 20036

Industry, Machine and Tool Trades -
For more information write:

The American Society for Metals
Metals Park, Ohio

Scientific Apparatus Makers Association
370 Lexington Avenue
New York, New York 10017

Insurance Occupations -
For more information write:

National Association of Public Insurance Adjusters
1613 Munsey Bldg.
Baltimore, Md. 21202

Institute of Life Insurance
277 Park Avenue
New York, New York 10017

Insurance Information Institute
110 William Street
New York, New York 10038

Mathematics Occupations -
For more information write:

American Mathematical Society
P.O. Box 6248
Providence, R.I. 02904

Mathematical Association of America
1225 Connecticut Avenue, N.W.
Washington, D.C. 20036

Association for Computing Machinery
1133 Avenue of the Americas
New York, New York 10036

Society for Industrial and Applied Mathematics
33 South 17th Street
Philadelphia, Pa. 19103

Personal Services - For more information write:

Society of American Florists
901 North Washington Street
Aldexandria, Virginia 22314

Retail Jewelers of America, Inc..
1025 Vermont Avenue
N.W., Washington, D.C. 20005

Gemological Institute of America
11940 San Vicentee Blvd.
Los Angeles, California

National Society of Interior Designers
315 East 62nd Street
New York, New York 10021

Institute of Life Insurance
277 Park Avenue
New York, New York 10017

Associated Master Barbers and Beauticians of America
219 Greenwich Road
Charlotte, North Carolina 28211

American Institute of Laundering
Joliet, Illinois 60434

Sales - For more information write:

National Automobile Dealers Association
2000 K Street
Washington, D.C. 20006

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National Association of Real Estate Boards
155 East Superior Street
Chicago, Illinois 60611

The National Retail Merchants Association
100 West 31st Street
New York, New York 10001

The National Association of Wholesaler-Distributers
1725 K Street
N.W., Washington, D.C. 20006

Sales and Marketing Executive International
Student Education Division
630 Third Avenue
New York, New York 10017

Science - For more information write:

American Astronomical Society
211 Fitz Randolph Road
Princeton, New Jersey 08540

American Institute of Biological Sciences
3900 Wisconsin Avenue
N.W., Washington, D.C. 20016

Entomological Society of America
4603 Calvert Road
College Park, Maryland 20740

American Society for Microbiology
1913 "I" Street
N.W., Washington, D.C. 20006

American Chemical Society
1155 - 16th Street
N.W., Washington, D.C. 20036

American Geological Institute
2201 M Street
N.W., Washington, D.C. 20036

Society of Exploration Geophysics
Box 3098
Tulsa, Oklahoma 74101

The American Meteorological Society
45 Beacon Street
Boston, Mass. 02108

American Society of Horicultural Science
615 Elm Street
St. Joseph, Mich. 49085

Manufacturing Chemists' Association, Inc.
1825 Connecticut Avenue, N.W.
Washington, D.C. 20009

American Institute of Physics
335 East 45th Street
New York, New York 10017

Interagency Board of U.S. Civil Service Examiners for Washington, D.C.
1900 E Street, N.W.
Washignton, D.C. 20415

Social Science Occupations - For more information write:

The American Anthropological Association
1703 New Hampshire Avenue, N.W.
Washington, D.C. 20009

Smithsonian Institute
Washington, D.C. 20560

American Economic Association
1313 21st Avenue South
Nashville, Tenn. 37212

The Foreign Service in the Seventies
U.S. Department of State, Publication 8535
Washington, D.C. 20520 Free

Association of American Geographers
1710 16th Street, N.W.
Washington, D.C. 20009

Social Work - For more information write:

National Association of Social Workers
1425 H Street
N.W., Washington, D.C. 20005

National Center for Church Vocations
1307 South Wabash Avenue
Chicago, Illinois 60605

Transportation - For more information write:

American Trucking Association
1616 P Street
N.W., Washington, D.C. 20036

The Association of American Railroads
Public Relations Department
1920 L Street
N.W., Washington, D.C. 20006

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FIELD TRIP SITES and GUEST SPEAKERS

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GUEST SPEAKER AND FIELD TRIP SITE LISTING

NAME	ADDRESS	CONTACT REPRESENTATIVE	TELEPHONE	FIELD TRIP	GROUP SIZE	GRADE LEVEL	GUEST SPEAKER
Allstate Insurance Co.	4800 E. 63rd Kansas City, MO	John Irish	816-333-6800	Yes	20	11-16	No
Archias Floral Co.	4th & Park Sedalia, MO	Don King	826-4000	Yes	20	K-12	Yes
Attorney at Law	Warsaw, MO	Edwin F. Brady	438-5116	No	0	0	Possibly
Ault's Skelly Station	1570 S. Odell Marshall, MO	Bob Ault	886-6792	Yes	20	7-9	No
B & E Market	1701 S. Kentucky	Jim Dick	826-2188	Yes	30	3-12	No
Banquet Foods	253 W. Marion St. Marshall, MO	Caton Martin	886-3301	Yes	20	4-9	Possibly
Ben's Den	1421 S. Limit	Jack Smith	827-2485	No	0	0	Possibly
Benton County Enterprise	Warsaw, MO	Mahlon White	438-6312	No	0	0	Possibly
Benton County R-I	Cole Camp, MO	Vergil Oglevie	668-4427	No	0	0	Possibly
Benton County R-IX	Warsaw, MO	John Boise	438-7351	No	0	8-10	Yes
Bohling Grocery	Cole Camp, MO	Mr. E. G. Bohling		No	0	0	Possibly
Boonslick Regional Library	6th & Lamine	Ms. Corley	826-6195	Yes	20	K-9	Possibly
Borchers & Heimsoth	Cole Camp, MO	Ervin Borchers	668-4923	No	0	0	Possibly
Bothwell Hospital Physical Therapy	Sedalia, MO	Nevin Almquist	826-8833	Yes	7-15	7-12	Yes
Bothwell Hospital	Sedalia, MO	Marie Nicholson	826-8833	Yes	20	12-16	No

NAME	ADDRESS	CONTACT REPRESENTATIVE	TELEPHONE	FIELD TRIP	GROUP SIZE	GRADE LEVEL	GUEST SPEAKER
Breech Academy-TWA	6300 Lamar Avenue Mission, KS	Mickey Holiday	842-4000	Yes	20	11-16	Yes
Brick Mason	RFD 3 Warsaw, MO	Lee Slavens	438-536	No	0	0	Possibly
Dala's Botique	Tipton, MO	Dala Yantz	433-2626	No	0	0	Yes
Broadway Lanes, Inc.	2119 W. Broadway	Edith Simons	827-0404	Yes	Large	K-14	Possibly
Broadway Car Wash	310 W. Broadway	Dale Arms	826-0375	Yes	25-30	1-12	No
Brown, McCloskey, Buckley	301 E. 5th St.	Mabel Glenn	826-7373	No	0	0	No
Business Mens Assurance	BMA Building Kansas City, MO	Almeta Wilcher	753-8000	Yes	20	11-16	No
Cablevision, Inc.	600 S. Osage	Lynn Harrison	826-0933	Yes	20	5-9	Possibly
Cargill Incorporated	Marshall, MO	Jack Hartwick	886-7473	Yes	20-25	9	Possibly
Cargill Nutrena Feeds	Smithton, MO	Gene Hudiburg	343-5319	Yes	10	7-12	Yes
Classic Studio	6th & Kentucky	Ed Brummett	826-8888	Yes	5-10	7-12	Yes
Commerce Bank	10th & Walnut Kansas City, MO	John Wells	234-2000	Yes	20	11-16	No
Conalco	West Highway 50	Russ Woodyard	827-1712	Yes	30	6-12	Yes
Consumers Supermarket	Hancock & Broadway	Bill Smillie	827-3190	Yes	15	K-12	Yes
Creasy's Insurance Agency	Warsaw, MO	Gordon Creasy	438-5621	No	0	0	Yes
C. W. Flower Co.	219 S. Ohio	Mrs. Austin	826-3200	Yes	15-20	11-16	Yes
DeKalb Ag. Research	Marshall, MO	Don Wert	886-7438	Yes	10-40	5-9	Possibly

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NAME	ADDRESS	REPRESENTATIVE	TELEPHONE	FIELD TRIP	GROUP SIZE	GRADE LEVEL	GUEST SPEAKER
DeLong Dry Goods	Warsaw, MO	Mrs. DeLong	438-5307	No	0	0	Possibly
Democrat News	Marshall, MO	Jerry Arnett	886-2233	Yes	25	7-9	Yes
Dentist	Warsaw, MO	Dr. Shepardson	438-5421	No	0	0	No
Dentist	1810 W. 11th	Dr. Robert Vit	826-5445	No	0	K-12	No
Doctor of Osteopathy	1701 S. Lafayette	Dr. Joe Bennett	826-6633	Yes	5 at a time, 40 max	7-12	Yes
Duke Manufacturing	Main & Duke Road	Ivan Stuart	827-2661	Yes	10	4-12	No
Durham Chevrolet	Warsaw, MO	Cloyd Durham	438-5133	Yes	10	8-12	Yes
Estes' 66 Station	Warsaw, MO	Gary Estes	438-6022	No	0	0	Possibly
Evajen's Inc.	Warsaw, MO	Mary Wray	438-5111	Yes	30	1-12	Possibly
Farmer's Bank of Lincoln	Lincoln, MO	Karl Kroenke	547-3311	Yes	12-15	9-12	Possibly
Fire Department	Main St. & State Fair Blvd.	Ronnie Ollison	826-9058	Yes	15-20	K-12	Yes
Flat Creek Vet. Hosp.	1701 W. Main	Dr. Peacock	827-2057	Yes	10-15	K-12	Yes
Bill Greer Body Shop	Main Street	Orval Burd	827-2162	Yes	5	10-12	No
Hallmark	25th & McGee	Rose A. Lightle	274-4667	Yes	20	11-16	Yes
Heinzler Bros. Welding	Marshall, MO	Frank Heinzler	886-7775	Yes	20-25	7-9	No
Holiday Inn	32nd & Limit	Jim Grieshaber	826-6100	Yes	40-50	8-9	Possibly
IBEW Local 814 Credit Union	2111 W. Broadway	June Kuhlman	826-0814	Yes	6 at a time	8-12	Possibly

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NAME	ADDRESS	CONTACT REPRESENTATIVE	TELEPHONE	FIELD TRIP	GROUP SIZE	GRADE LEVEL	GUEST SPEAKER
IGA	2402 W. Broadway	Ralph Huff	827-1452	Yes	25	K-12	Yes
Industrial Loan & Investment	120 W. Fifth	Firman Boul	826-4800	Yes	25	7-12	Yes
Jim's Garden Center	1000 W. Main	James L. Foster	826-4411	Yes	15	4-9	Possibly
Bob Johnson TV & Appliance	2907 W. Broadway	Ray Thompson Harold Richardson Paul Johnson	827-2326	Yes	15-20	7-12	Yes
KDRO Radio	W. Highway 50	Herb Brandes	826-5005	Yes	15	K-12	Possibly
Kim Originals	2500 E. Broadway	Bill Cline	826-2500	Yes	15	K-12	Possibly
KMMO-KMFL	Marshall, MO	Mr. Douglas	886-7422	Yes	20-25	7-9	Yes
KOS TV Station	2100 W. Broadway	Stuart Gressley	826-1651	Yes	15	K-12	Yes
KSIS Radio	N. 65 Highway	Carl Yates	826-1050	Yes	10	K-14	Yes
Lacuna Builders Inc.	1806 W. 11th	Bob Cook	826-0522	No	0	0	Yes
Lamm, Barnett, Crawford, Barnes, Fritz Law Firm	118 W. Fifth	Donald Barnes	826-5428	No	0	11-12	Yes
Lee's Archery Manufacturing	Route 2	LeRoy Young	826-6762	Yes	20	7-16	No
Lincoln New Era Newspaper	Lincoln, MO	George Williams	547-3800	Yes	Inquire	Inquire	Possibly
Macy's	1034 Main Kansas City, MO	Mrs. Cullen	221-3737	Yes	20	11-16	No
Magistrate Judge-Pettis County	901 S. Vermont	Hazel Palmer	826-8816	No	0	11-12	Yes
Marshall Chamber of Commerce	214 N. Lafayette	Leo Hayob	886-7464	No	0	7-9	Yes

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NAME	ADDRESS	CONTACT REPRESENTATIVE	TELEPHONE	FIELD TRIP	GROUP SIZE	GRADE LEVEL	GUEST SPEAKER
Pettis County Ambulance	626 E. 5th	Joe Wasson	826-5316	Yes	10-15	6-12	Possibly
Phyllis's Beauty Shop	Cole Camp, MO	Phyllis Templeton		No	0	0	Possibly
Pittsburgh Corning	16th & Missouri Pacific Spur	Rita Kenney	826-4660	No	0	0	No
Post Office	205 N. Lafayette Marshall, MO	Mr. Weislocker	886-6200	Yes	25	7-9	No
Post Office	405 E. 5th	Roy Hinton	826-8887	Yes	25-30	4-9	Possibly
Ramada Inn	3501 W. Broadway	Darrell Olsen	826-8400	Yes	15	5-12	Possibly
Reinhart Fajen, Inc.	Warsaw, MO	Eloise Atkins	438-5111	Yes	20	11-16	No
Rest Haven Retirement Home	1800 S. Ingram		827-0845	Yes	10	1-9	Possibly
Retail Bakery	6th & Ohio	Mr. Mallory	826-6920	Yes	20	K-9	Possibly
Rick's Body Shop	R. R. #2	Rick Geer	826-1157	Yes	25-30	7-12	No
Rival Manufacturing Co.	16th & Lamine	Jim Houchen	826-6600	Yes	15	4-12	Yes
Rival Manufacturing Co.	Miller's Park Plaza	Myra Price	827-3860	No	0	0	Yes
Scott's Jewelry	E. Highway 7 Warsaw, MO	Mr. Scott	438-5700	No	0	0	0
Sears	110 W. Third	Finis Galloway	826-6500	Yes	10	7-12	Yes
Sedalia Computer Service	210 E. 7th	Larry McRoy	827-1990	Yes	10-15	9-12	Yes
Sedalia Democrat	700 S. Mass.	Don Keller	826-1000	Yes	15	K-16	No
Sedalia Implement Co.	2205 S. Limit	John Joy	826-0466	Yes	15-25	7-12	Yes

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NAME	ADDRESS	CONTACT REPRESENTATIVE	TELEPHONE	FIELD TRIP	GROUP SIZE	GRADE LEVEL	GUEST SPEAKER
Marshall Floral & Greenhouse	160 W. Summit	Juanita Dametz	886-7177	Yes	20	7-9	Yes
Marshall State School & Hospital	Marshall, MO	M. L. Daughty	886-2202	Yes	30	12-16	Possibly
Mattingly's Variety Store	218 S. Ohio	Bill Stratton	826-5270	Yes	20	7-12	Yes
Merle Norman Cosmetics	120 S. Ohio	Sandra Boul	826-6430	No	0	11-16	Yes
MFA Claims Adjustment Office	2002 W. 14th	Steve Overman	827-0670	No	0	0	Yes
MFA Implement	Lincoln, MO	Clarence Frisch	547-3318	Possibly	Inq.	Inq.	Possibly
MFA Insurance	1817 W. Broadway	Vic Ohman	445-8441	Yes	20	11-16	No
Missouri Division of E. S.	215 E. Fifth	Bill Giles	826-8184	Yes	25	11-12	Yes
Missouri Pacific Railroad	210 N. 13th St. St. Louis, MO	D. M. Tutke	314-2944	Yes	Arr.	7-12	Possibly
Missouri State Bank	917 S. Limit	William Claycomb	826-1213	Yes	20-25	4-12	Possibly
Missouri State Fair	Box 111	Myrna Ragar	826-0570	Yes	30	3-7	Possibly
Missouri Valley College	Marshall, MO	Gordon Imlay	886-6924	No	0	9-12	Yes
Model Cleaners	Warsaw, MO	Richard Kingma	438-5831	Yes	20	K-12	No
Ollison's Garage	3809 E. 12th	Keith Ollison	826-4077	No	0	0	Yes
Patricia Stephens Modeling Finishing School	4638 Nichols Parkway Kansas City, MO	Sue Peterson	531-5866	Yes	60	7-12	Yes
Pepsi-Cola Bottling Co.	Sedalia, MO	W. C. Ream	826-8144	Yes	30	4-9	Possibly

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NAME	ADDRESS	CONTACT REPRESENTATIVE	TELEPHONE	FIELD TRIP	GROUP SIZE	GRADE LEVEL	GUEST SPEAKER
Sedalia Memorial Airport	E. Highway 50	James Addas	826-9796	Yes	Small	K-14	Possibly
Sedalia Police Department	3rd & Osage	Bill Miller	826-0214	Yes	10-15	9-12	Yes
Sedalia Water Department	111 W. 4th	C. H. Taylor	826-1234	Yes	15	K-16	Possibly
Sheriff's Department	Warsaw, MO	Bob Breashears	438-5252	No	0	0	No
Paul Shinn Oil Company	RFD 3 Warsaw, MO	Paul Shinn	438-5013	No	0	0	No
Sound Shop	1716 W. Ninth	Al Reese	827-2223	Yes	20	K-12	Yes
Southwestern Bell Telephone	220 E. 5th St.	Bob Johnson	826-9800	Yes	25	K-12	Yes
State Fair Community College	1900 Clarendon Road	Fred Davis	826-7100	Check with Betty Blackwell			
The Craft Shop	318 S. Ohio	Mrs. Boatman	827-3041	Yes	15-20	5-12	Possibly
Third National Bank	301 S. Ohio	Bob McDonald	826-0611	Yes	30-40	6-9	Possibly
Town and Country Shoes	201 N. Missouri	Charles Rayl	826-4490	Yes	Small	All Y	Yes
Tullis Hall Dairy Co.	541 E. 5th	Mr. Funnell	826-3030	Yes	10	3-12	No
Tygart & Arth Body Shop	207 E. Belle Marshall, MO	Ray Arth	886-3933	Yes	25	7-8	Yes
Unitog	Warsaw, MO	Osborne McMillen	438-5117	Yes	Arr.	7-12	No
Veterinary	Cole Camp, MO	Dr. Taylor	668-4523	No	0	0	No
Walker Publishing Co.	2016 W. Main	Mark Kitch	826-8200	Yes	15	5-12	Yes
Warren Grocery	Green Ridge, MO	Mr. Warren	527-3317	No	0	0	No

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NAME	ADDRESS	CONTACT REPRESENTATIVE	TELEPHONE	FIELD TRIP	GROUP SIZE	GRADE LEVEL	GUEST SPEAKER
Warsaw Auto Supply	Warsaw, MO	Stan Intelman	438-7321	Yes	Small	1-14	No
Warsaw Veterinary Clinic	Warsaw, MO	Dr. Rolf	438-7333	No	0	0	No
Wilken Music	Thompson Hills	Mr. Wilken	826-9356	Yes	10	4-12	Yes
Wilson's Co., Inc.	Box 340 Marshall, MO	Don Mutten	886-5522	Poss.	12	7-12	Possibly
W. K. Garage	Cole Camp, MO	Walt Weymuth	668-4421	Yes	25-30	7-12	Yes
Wood & Huston Bank	27 North Street Marshall, MO	Mr. Mitchell	886-5575	Yes	25	7-9	Yes
Zephyr Manufacturing Co.	400 W. 2nd St.	C. M. Huddleston	827-0352	Yes	10-15	4-9	Possibly

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